

RESOLUTION NO. 2005-02

**A RESOLUTION OF THE TOWN OF SILVERTON, COLORADO
ADOPTING THE 2001 COLORADO MUNICIPAL RECORDS
RETENTION SCHEDULE**

WHEREAS, the Town of Silverton, Colorado, recognizes the need for a comprehensive records retention schedule, for the destruction of nonpermanent municipal records and the retention of municipal records of enduring and historical value; and

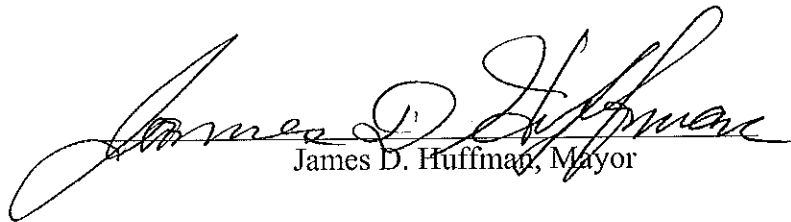
WHEREAS, the Colorado State Archives adopted the *Model Municipal Records Retention Schedule* for statewide use by Colorado municipalities in September, 2001; and

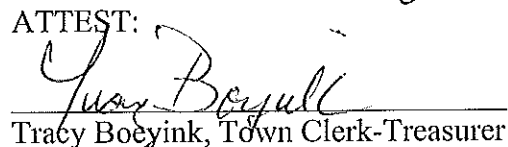
WHEREAS, adoption of the *Model Municipal Records Retention Schedule* and its subsequent revisions and amendments will benefit the Town of Silverton, its residents, and its taxpayers by providing appropriate and legal minimum retention periods for its municipal records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO:

That the *Model Records Retention Schedule* approved by the Colorado State Archives in September, 2001 and updated in 2004, is hereby adopted by reference, along with its subsequent revisions and amendments and that the Town Clerk's Office will obtain the required authorization from the Colorado State Archives to follow said schedule for the disposition and retention of the Town of Silverton's municipal records.

PASSED AND ADOPTED, SIGNED AND APPROVED, THIS 28th DAY OF FEBRUARY, 2005.


James D. Huffman, Mayor

ATTEST:

Tracy Boeyink, Town Clerk-Treasurer